



MUSLIM CHAPLAIN
Final Filing Date: CONTINUOUS

OPEN - SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)
SPOT EXAMINATION FOR:
SEE ATTACHED LISTING

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with CDCR during this testing period. CDCR testing period(s) for this examination is: **January - December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit applications to one of the address(es) indicated on the attached listing of Local Testing Offices. Candidates may only establish eligibility in one location. Applications may be filed in person or by mail.

NOTE: Only applications with an original signature will be accepted.

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited.

APPLICATION DEADLINE/ REQUIREMENTS Each testing office will accept applications continuously and will notify and test applicants as needed.

All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

TEST DATE To learn more about examination date(s), contact the testing office(s) indicated on this bulletin.

SALARY RANGE(S) As of: March 27, 2014

\$3,894 - \$5,110

MINIMUM QUALIFICATIONS Currently in good standing with the American Muslim Community, verified and approved by the local resident Imam where the applicant attends as a member. All candidates must attach to their application a letter of certification of good standing issued by the local resident Imam. **and**

Education: Completion of at least two years of Islamic Religious studies, including Islamic History, the Holy Quaran, Principles of Faith and Articles of Faith in any masjid or college. **and**

Experience: Completion of the equivalent of one year of full-time supervised clinical or field training in the community. Such training to include Islamic religious counseling and guidance, religious education, and the care and welfare of the family as it relates to religious education. **and**

Completion of no less than two years' experience as an Iman or Instructress in the Islamic religion in a public or private institution or masjid.

Special Personal Characteristics: Insight into factors involved in the proper human development and of behavior problems, including a knowledge of mental disorders and principles of mental hygiene; demonstrated aptitude for working effectively with the socially abnormal; interest in the welfare and spiritual needs of institution residents; emotional stability; adaptability; firmness; patience; self-control; tact; good dress; neat personal appearance; pleasant and wholesome personality; good judgment in moral, ethical, and religious matters.

EXAMINATION PLAN This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:**
- 1. Factors involved in the development of behavior problems, including a knowledge of mental disorders and principles of mental hygiene.
 - 2. Purposes of mental and correctional institution.
 - 3. Methods of rehabilitation.
- B. Ability to:**
- 1. Organize, prepare, and conduct Islamic religious services and courses on ethics, religion, and sacred music.
 - 2. Counsel institution residents and their families on moral and ethical problems.
 - 3. Establish rapport with institution residents.
 - 4. Analyze situations accurately and adopt an effective course of action.

EXAMINATION
PLAN
(CONTINUED)

If **conditions merit**, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

ELIGIBLE LIST
INFORMATION

A separate eligible list will be established to fill vacancies for the institution(s) on the attached listing. Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

The **Muslim Chaplain**, under direction, provides spiritual and moral guidance to State institution residents, to conduct Islamic religious services and instructions; interviews and counsels youthful offenders or inmates on ethical and moral problems and spiritual matters; presides at Jumah Prayer services, Eids and Taiwah, Ramadan and other Islamic days of religious observance, and conducts other Islamic services as needed by the residents; organizes and instructs classes in Islamic religion and ethics; cooperates with other staff members in carrying out the institution treatment program; supervises the arranging of programs conducted in the institution by visiting religious and allied groups; assists in problems involving welfare agencies where family help is needed; visits the sick; works with residents in their group and club activities; counsels with families on problems involved in rehabilitation; explains and interprets the institution's religious program to community groups; serves, when designated, as a member of or consultant to the institution Classification Committee; and does other related duties.

Position(s) exist at the institution(s) listed above with CDCR.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS'
PREFERNECE/
CAREER CREDITS

Veterans' Preference will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career credits will not be granted in this examination.

GENERAL INFORMATION

Applications are available at CDCR offices, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at <http://jobs.ca.gov/Profile/StateApplication>.

Veterans' Preference: California law allows the granting of Veterans' Preference in any **Open** examination. **Veterans' Preference will be awarded as follows, starting on January 1, 2014:** 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: [Veterans Preference Application \(CALHR 1093\)](http://www.jobs.ca.gov/job/VeteransInformation). Additional information can also be found at Department of Veterans Affairs' website at www.jobs.ca.gov/job/VeteransInformation.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the Department if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
Telecommunications Relay Service (TRS): DIAL 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

ATTACHED LISTING: ADULT FACILITIES

AVENAL STATE PRISON P.O. BOX 8 #1 Kings Way Avenal, CA 93204 (559) 386-0587 EXT. 5082 TRS: DIAL 7-1-1	CALIFORNIA STATE PRISON, SAN QUENTIN San Quentin, CA 94964-1086 (415) 454-1460 EXT. 5021 TRS: DIAL 7-1-1	MULE CREEK STATE PRISON P.O. Box 409099 4001 Highway 104 Ione, CA 95640 (209) 274-4911 EXT. 5261 TRS: DIAL 7-1-1
CALIFORNIA CORRECTIONAL CENTER P.O. BOX 790 711-045 Center Road Susanville, CA 96127-0001 (530) 257-2181 EXT. 4397 (800) 735-2922 TRS: DIAL 7-1-1	CALIFORNIA STATE PRISON, SOLANO P.O. BOX 4000 2100 Peabody Road Vacaville, CA 95696-4000 (707) 451-0182 EXT. 5557 TRS: DIAL 7-1-1	NORTH KERN STATE PRISON P.O. Box 5007 2737 West Cecil Avenue Delano, CA 93216-5007 (661) 721-2345 EXT. 5325 TRS: DIAL 7-1-1
CALIFORNIA CORRECTIONAL INSTITUTION P.O. BOX 1031 24900 Highway 202 Tehachapi, CA 93581 (661) 822-4402 EXT. 4223 TRS: DIAL 7-1-1	CALIPATRIA STATE PRISON P.O. BOX 5001 7018 Blair Road Calipatria, CA 92233 (760) 348-7000 EXT. 5229 TRS: DIAL 7-1-1	PELICAN BAY STATE PRISON P.O. BOX 7200 5905 Lake Earl Drive Crescent City, CA 95532-7200 (707) 465-9028 TRS: DIAL 7-1-1
CALIFORNIA HEALTH CARE FACILITY P.O. Box 32050 7707 S. Austin Road Stockton, CA 95215 (209) 467-2629 TRS: DIAL 7-1-1	CENTINELA STATE PRISON P.O. BOX 731 2302 Brown Road Imperial, CA 92251 (760) 337-7900 EXT. 5218 TRS: DIAL 7-1-1	PLEASANT VALLEY STATE PRISON P.O. BOX 8506 24863 West Jayne Avenue Coalinga, CA 93210-1135 (559) 935-4966 TRS: DIAL 7-1-1
CALIFORNIA INSTITUTION FOR MEN P.O. BOX 128 14901 Central Avenue Chino, CA 91710 (909) 597-1821 EXT. 4440 TRS: DIAL 7-1-1	CENTRAL CALIFORNIA WOMEN'S FACILITY P.O. BOX 1501 23370 Road 22 Chowchilla, CA 93610-1501 (559) 665-5531 EXT. 5041 TRS: DIAL 7-1-1	RICHARD J. DONOVAN CORRECTIONAL FACILITY 480 Alta Road San Diego, CA 92179 (619) 661- 7868 TRS: DIAL 7-1-1
CALIFORNIA INSTITUTION FOR WOMEN P.O. Box 6000 Corona, CA 92878-6000 16756 Chino-Corona Road Corona, CA 92880-9508 (909) 597-1771 EXT. 5530 TRS: DIAL 7-1-1	CHUCKAWALLA VALLEY STATE PRISON P.O. BOX 2289 Blythe, CA 92226 19025 Wiley's Well Road Blythe, CA 92225 (760) 922-5300 EXT. 5202 TRS: DIAL 7-1-1	SALINAS VALLEY STATE PRISON P.O. BOX 1020 31625 Highway 101 Soledad, CA 93960 (831) 678-5500 EXT. 5584 TRS: DIAL 7-1-1
CALIFORNIA MEDICAL FACILITY P.O. Box 2000 1600 California Drive Vacaville, CA 95696-2000 (707) 453-7082 TRS: DIAL 7-1-1	CORRECTIONAL TRAINING FACILITY P.O. BOX 686 Highway 101 North Soledad, CA 93960-0686 (831) 678-3951 EXT. 4570 TRS: DIAL 7-1-1	SIERRA CONSERVATION CENTER 5100 O'Byrnes Ferry Road Jamestown, CA 95327 (209) 984-5291 EXT. 5137 TRS: DIAL 7-1-1
CALIFORNIA MEN'S COLONY P.O. Box 8101 Highway 1 San Luis Obispo, CA 93409-8101 (805) 547-7900 EXT. 7943 TRS: DIAL 7-1-1	DEUEL VOCATIONAL INSTITUTION P.O. BOX 400 23500 Kasson Road Tracy, CA 95378-0400 (209) 835-4141 EXT. 5635 TRS: DIAL 7-1-1	SUBSTANCE ABUSE TREATMENT FACILITY & STATE PRISON at CORCORAN P.O. BOX 7100 900 Quebec Avenue Corcoran, CA 93212-7100 (559) 992-7100 EXT. 5646 TRS: DIAL 7-1-1
CALIFORNIA REHABILITATION CENTER P.O. BOX 1841 5 th and Western Norco, CA 92860 (951) 273-2945 TRS: DIAL 7-1-1	FOLSOM STATE PRISON P.O. BOX 71 300 Prison Road Represa, CA 95671 (916) 985-2561 EXT. 4785 TRS: DIAL 7-1-1	VALLEY STATE PRISON P.O. BOX 99 21633 Avenue 24 Chowchilla, CA 93610-0099 (559) 665-6100 EXT. 5603 TRS: DIAL 7-1-1
CALIFORNIA STATE PRISON, CORCORAN P.O. BOX 8800 4001 King Avenue Corcoran, CA 93212-8309 (559) 992-8800 EXT. 5009 TRS: DIAL 7-1-1	HIGH DESERT STATE PRISON P.O. BOX 270220 Susanville, CA 96127-0220 475-750 Rice Canyon Road Susanville, CA 96130 (530) 251-5100 EXT. 5634 TRS: DIAL 7-1-1	WASCO STATE PRISON RECEPTION CENTER P.O. BOX 8800 701 Scofield Avenue Wasco, CA 93280-8800 (661) 758-8400 EXT. 5192 TRS: DIAL 7-1-1
CALIFORNIA STATE PRISON, LOS ANGELES COUNTY Attn: Personnel Office 44750 60 th Street West Lancaster, CA 93536-7620 (661) 729-2000 EXT. 5229 TRS: DIAL 7-1-1	IRONWOOD STATE PRISON P.O. Box 2229 19005 Wiley's Well Road Blythe, CA 92226 (760) 921-3000 EXT. 5403 TRS: DIAL 7-1-1	
CALIFORNIA STATE PRISON, SACRAMENTO P.O. BOX 290010 Represa, CA 95671-0010 (916) 985-8610 EXT. 5336 TRS: DIAL 7-1-1	KERN VALLEY STATE PRISON P.O. Box 6000 3000 West Cecil Avenue Delano, CA 93216 (661) 721-9488 EXT. 5606 TRS: DIAL 7-1-1	

ATTACHED LISTING: JUVENILE JUSTICE FACILITIES

N.A CHADERIJAN YOUTH CORRECTIONAL FACILITY P.O Box 213014 Stockton, CA 95213-9014 (209) 944-6181	O.H CLOSE YOUTH CORRECTIONAL FACILITY P.O Box 213001 Stockton, CA 95213-9001 (209) 944-6181	VENTURA YOUTH CORRECTIONAL FACILITY 3100 Wright Rd. Camarillo, CA 93010 (805) 278-3724
NORTHERN CALIFORNIA YOUTH CORRECTIONAL FACILITY P.O. Box 213004 Stockton, CA 95213-9004 (209) 944-6181		